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1 June 1953

MEMORANDUM FOR: All Employees of General Services Office

SUBJECT: Administrative Supplies and Equipment

25X1A 1. A program is being initiated by the Logistics Office in accordance with CIA Notice No. N [] to effect greater efficiency and economy in utilization of administrative supplies and equipment.

2. All offices have been asked to cooperate with the Logistics Office in the accomplishment of this objective, and, in doing so, to attempt to reduce the cost of office supplies and equipment per person without handicapping in any way the productive effort. It has been requested that the following points be brought to the attention of all employees:

a. "Cost consciousness" should be the uppermost thought of all employees in utilization of supplies and/or equipment.

b. Administrative supplies are for your use in the performance of your duties.

c. When drawing supplies ask for only what you need and use what you are issued. Do not hoard supplies.

d. A desk and office check to return excess supplies and equipment to supply channels will be conducted in the near future. All employees are requested to cooperate fully with personnel assigned to this function.

3. All Division Chiefs and supervisors in the General Services Office are directed to periodically inspect the practices of employees under their jurisdiction to assure that they do not accumulate or store unnecessary or excessive quantities of supplies. The Building Supply Officers are responsible for maintaining adequate stock levels of common-use items to meet normal requirements.

4. General Services Office will cooperate fully in this conservation program and the cooperation of all employees is requested.

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Chief, General Services Office

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